Nonverbal Communication Skills Examples

Want to brush up on your skills? Review this list of nonverbal skills and work on any areas where you think you could improve.

- ❏ Avoid slouching. Sit with your back straight up against the chair or lean slightly forward to convey engagement.
- ❏ Steer clear of smiles or laughter when messages are serious.
- ❏ Display some animation with your hands and facial expressions to project a dynamic presence. (But avoid talking with your hands excessively, which can appear unprofessional and unpolished.)
- ❏ Don't bring your phone, a drink, or anything else that could distract you during an interview or meeting.
- ❏ Eliminate fidgeting and shaking of limbs.
- ❏ Establish frequent but not continuous or piercing eye contact with interviewers.
- ❏ Focus on the conversation.
- ❏ In a group interview, shift eye contact to the various speakers.
- ❏ Introduce yourself with a smile and a firm handshake. Be sure that your palms are dry.
- ❏ Keep your hands away from your face and hair.
- ❏ Listen carefully, and do not interrupt.
- ❏ Maintain open arms—folded arms can convey defensiveness.
- ❏ Modulate your vocal tone to express excitement and punctuate key points.
- ❏ Nod to demonstrate understanding.
- ❏ Observe the reaction of others to your statements.
- ❏ Read the nonverbal signals of others. Provide clarification if they look confused, and wrap up if they have heard enough.
- ❏ Refrain from forced laughter in response to humor.
- ❏ Avoid looking at the clock, your phone, or displaying any other signs of disinterest.
- ❏ Respect the amount of personal space preferred by your communication partners.
- ❏ Rotate eye contact with various speakers in group interviewing or networking situations.
- ❏ Shake hands firmly without excessive force.

Nonverbal Communication Skills Examples

- ❏ Show that you're interested in what the interviewer is telling you.
- ❏ Smile to indicate that you are amused or pleased with the conversation.
- ❏ Stay calm even when you're nervous.
- ❏ Steer clear of monotone delivery.
- ❏ Wait until the person is done talking to respond.